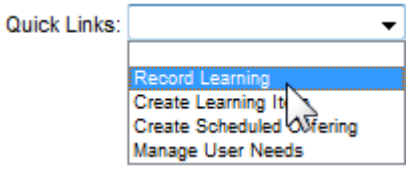
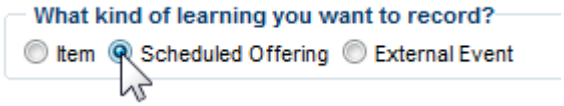
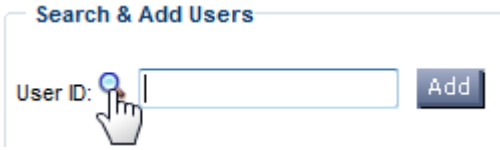
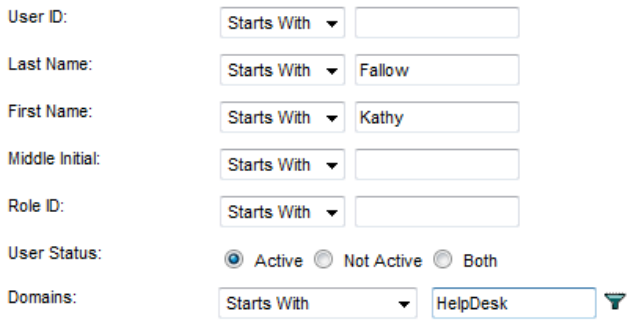
Notes

Record Learning for FY09 ISSA Scheduled Offerings

The Scheduled Offering Example for this job aid will be the December 4th offering of the FY09 Information Systems Security Awareness Item. The Scheduled offering number is **13661**. If you are using this job aid to record learning for the January 26th offering, use the Scheduled Offering number **13662**. If you are recording for the March 19th offering, use the number **13663**.

Step	Activity	View
1.	From the Quick Links drop-down list, choose **Record Learning**.	
2.	Select the **Scheduled Offering** option.	
3.	Enter the **Scheduled Offering ID** number.	
4.	Click **Add**.	
5.	Verify the Title and the Start Date.	
6.	Click the User ID Search icon to search for the attendee.	
7.	Enter search criteria to identify the person who attended the training. **Note:** It is a good idea to enter at least the last name, first name and domain of the person if you do not know the User ID.	

The number presented in the example is for the December 4th class. Use the number **13662** for the January 26th class; use the number **13663** for the March 19th class.

If you have been provided the AgLearn ID from the class roster, you can simply enter it here,click **Add**, then skip to step **11**.

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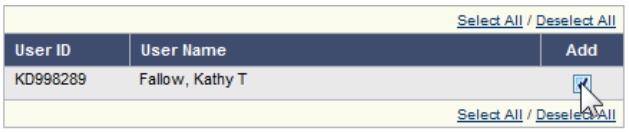
8. Click **Search**.

9. Locate the attendee and click the corresponding **Add** check box.

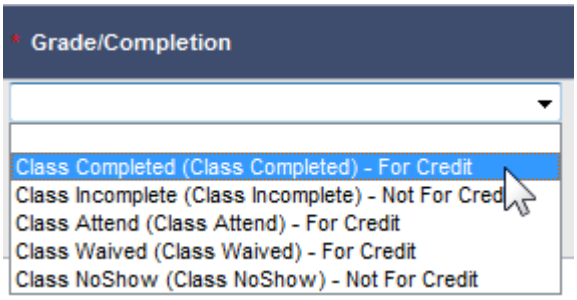


Repeat steps 6-10 for each attendee you wish to record at this time.

10. Click **Add**.

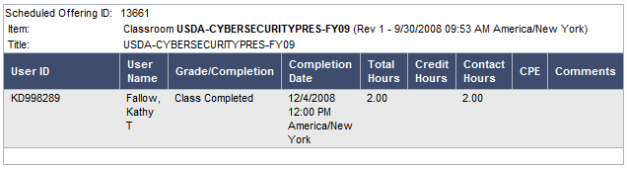
11. Click **Next**.

12. From the Grade/Completion drop-down list, select **Class Completed For Credit**.



13. Click **Next**.

14. Review the summary screen. If any errors are detected, click the Previous button to return to modify earlier screens.



15. If all data are correct, click **Submit**.

16. At the summary screen, you can now Logout of AgLearn or click the Start Over button to record additional learning.